

# Beth M. Enman

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## Summary

- Over 25 years of experience as a highly organized and detail-oriented manager and administrative support professional. Skilled decision-maker known for calm demeanor in stressful situations. Ability to communicate effectively with people of all ages and backgrounds, to work collaboratively to resolve problems while maintaining organization objectives.

## Education

- **Bachelor of Science** Business Administration, management major, University of Maine, Augusta, Maine, May 2015
  - Related coursework: Organizational Behavior, Labor Management Relations, Human Resource Management, and Operations Management.
- **Associate of Science** Business Management, Eastern Maine Vocational Technical Institute, Bangor, Maine, May 1982

## Relevant Experience

### **Small Business Account Manager**, Self-Employed, Skowhegan, ME, 1986 to 2002

- Responsibilities included: Hiring employees, employee benefits, employee training, payroll, payroll reports, financial statements, accounts payable and receivable, and worker's compensation insurance.
- Managed daily business operations in owner's absence and consulted on business decisions.

### **Administrative Assistant**, M.S.A.D. #54, Skowhegan, ME, 2002 to present

- Computer skills include: Microsoft Office, data management and financial management programs.
- Responsible for maintaining school account checkbook.
- Compiling and distribution of school yearly budget.
- Daily interaction and written communication with the public, staff, and students.
- Ability to successfully manage and quantify daily tasks and unexpected issues.
- Created and presented a new employee informational brochure.
- Created an annual employee handbook and student handbook.
- Train staff on contract and worker's compensation protocol.
- 2 year union representative for support services employee union.
- Plan and assemble school events and meetings.

## COMMUNITY SERVICE

- 6 years as a Big Sister mentor in community program for Big Brothers Big Sisters of Mid-Maine.
- 4 years Big Brothers Big Sisters of Mid-Maine after School Program Coordinator.
- 10 years Skowhegan Recreation Department youth program volunteer.